



# Miller Avenue School

*“Creating brighter futures together”*

## MAS (Learning) Experiences Outside the Classroom Procedure

1. Overnight trips, camps or day trips leaving the Hauraki region require Board of Trustees approval. All other learning experiences require the approval of the Principal.
2. All learning experiences outside of the school grounds but within the local boundaries, assessed as ‘low risk’ require a **one-off** permission from parents on enrolment. This will include, but not be limited to: cross country training (around the block); trip to the Science Centre/Museum/Art Gallery; visit to a park or reserve, a trip to another school; trip to public swimming pools.
3. All learning experiences either outside of the local boundary or assessed as ‘higher risk’ will require written parental permission for the particular event. This will include, but not be limited to: Inter-school cross-country; travel any camp; visit to a workplace or business with machinery; visit to water treatment plant.
4. As part of curriculum delivery, each team will include opportunities for learning outside the classroom. This programme will be discussed and approved by the Principal, or Board if required. Parents will be consulted over any aspects of the programme that require overnight stays or children leaving the district.
5. Any overnight stay requires the permission of the Board of Trustees.
6. The school has several RAMS (Risk Analysis Management System) templates which should be selected from depending on the nature of the activity. For most EOTCs the RAMS form should be completed by the teacher leading the event and then approved by the Principal at least 48 hours before the activity. In the case of any overnight experience see note 15.
7. Provisionally Registered Teachers are able to take their class out on a trip or activity in the city which has low risk (e.g. see list in bullet point 2) at the discretion of the Principal. For all other EOTC experiences a Fully Registered Teacher will accompany him/her.
8. For any trips where private vehicles are used, the number of children per vehicle will be limited to the number of seat belts available. All vehicle drivers will be required to confirm in writing that the vehicle has a current warrant of fitness and registration, and that they have a current, full driver’s licence.
9. Student preparation for any EOTC is a vital component. This might involve:
  - A study or investigation, over days or weeks, relating to the visit.
  - Developing fitness so that students are adequately prepared for any physical challenges e.g. tramping
  - Increasing student awareness of their role in maintaining the environment they are in.
10. A report, or review of camp, or any other EOTC beyond the region, will be provided to the Board of Trustees, usually through the Leadership Report.
11. All significant incidents that occur in the context of any LEOTC activities are to be reported to the Board of Trustees.
12. Trained, qualified instructors will be used for all physical challenges where risk is high e.g. abseiling, demanding bush tramp, river crossing.
13. The teacher(s) is in charge of the activities and is directly responsible for all children. No parent will be permitted to remove any child during the camp or camp activities without the teacher’s approval.

### **Camp:**

1. The school prefers holding camps at locations which are completely or mostly catered, with facilities
2. Provided and trained, experienced providers.
3. Parents will be well informed about planning and issues relating to camp.
  - At least one term before any camp, parents will be reminded of the intention through a specific newsletter relating to the camp or shared on our school webpage, and a meeting held with parents to discuss how it will fit into the classroom programme, the location, probable costs and actual dates. The purpose of this meeting is to inform and to gauge the level of parental support.
  - Reminder notices about the camp will be shared with parents at regular intervals. All camp notices will be numbered, so that parents can track whether they have missed any vital information.
  - The school EOTC parental approval form should be sent out no later than three weeks before camp. Children who are unable to go, should be discussed with the Principal so a suitable course of action can be prepared.
4. No later than four weeks before the camp, the camp organisers should meet with the Principal and talk about the organisation and the RAMS sheet they have completed.
5. Teachers who have not recently been to or used the proposed location for the camp are expected to visit the site.
6. The school will pay for camp orientation courses and visits.
7. Teachers are not expected to pay for camps and are entitled, on application, for reimbursement as explained in the NZEI Primary Teacher CEA. Parent and Teacher cost are usually included in camp costs which are paid by the children.
8. In the case of water events, staff are to check for specific hazards; take action to eliminate, isolate and minimise; and if appropriate allow supervised swimming (ratio 1:5 minimum). Diving or jumping into pools other than supervised public swimming pools where a board is provided for that purpose is prohibited.

### **Police Vetting of Overnight Parent Helpers:**

9. All Parents/Caregivers wishing to act as overnight 'helpers' on camp **MUST** be Police vetted, unless they are accompanied by a MAS staff member during supervision all of the time.
10. Each Parent/Caregiver wishing to attend camp as 'helpers' will complete an approved Consent to Disclosure Police Vet form on a Miller Avenue School letterhead.
11. On return of a clear vet to the Principal, the vet form will be destroyed or handed to the Parent. The Parent will be advised.
12. In the event of a police vet returning with:
13. A 'Red stamp' indicating that Police recommend no unsupervised access to children, young people or more vulnerable members of society (as a result of violent or sexual behaviour) ; or
  - A record of serious criminal and/or driving records;
  - the Principal will advise the Parent/Caregiver of the process to be followed and ask if the Parent/Caregiver wishes to proceed. If the parent/caregiver wishes to proceed, the Board will;
  - Consult with an NZSTA adviser.
  - Investigate the police concern in-committee, providing opportunity for the applicant to provide further explanation and/or witnesses.
  - The Board will consider each case on a case by case basis taking into account the nature, circumstances, age when offence occurred, societal conditions, and time since offence.
14. The Board considers any offences that involve
  - Past history of sexual abuse of children; and/ or
  - Conviction for any crime in which children were involved; and/ or

- Repeated drunk driving and/or serious driving offences; and/or
- History of any violence or sexually exploitive behaviour; will almost certainly disqualify a Parent/Caregiver from attending camp as a 'helper'.

15. If, after considering the nature of the individual's criminal record the Board decides that the person will be a suitable 'helper', then the vet will be destroyed or handed to the volunteer. A record of the vet having taken place will be kept as part of the in-committee minutes.

16. In the event that the Board considers a Parent unsuitable following the vet process, the information gathered will be destroyed or handed to the Parent.

17. The Board will cover the cost of obtaining a police vet.

18. The Parent/Caregiver will be notified as soon as possible after the committee has made their decision.

- Notwithstanding the above clauses the Board reserves the right to approve the attendance of a parent helper, without the Police Vet process completed, if circumstances demand. e.g. as a replacement of a parent who has withdrawn at the last moment.

**Related Documents:**

- LEOTC Programme (developed annually)
- RAMS Template 1 and 2
- LEOTC Policy 1.2
- Code of Conduct for adults assisting with camps.

Review: November 2020